



## **WEBSITE COMMITTEE**

### **Website Committee Members:**

Kathy Constantine – Web Manager  
Anne Romeo - Web Manager Backup

### **WEB Manager Responsibilities:**

#### **Design, Maintain, Configure & Troubleshoot Website**

- Create overall website design in Weebly/Square Software
- Manage security for website and Google accounts
- Manage administrators/editors for Weebly Software, Google Calendar & GMail
- Participate in brainstorming sessions regarding future technology ideas for club
- Provide board members Google Account access as defined by their board roles
- Represent Website Committee at board meetings
- Maintain/Update Weebly Website Pages, Files, Links & Navigation
- Fix broken links
- Based on Board/Leadership Approved Requests-Upload/Post/Link the following:
  - New Member Signup Information
  - Party/Social Event Invitation and link
  - New to Club Dances
  - Club-Created videos
  - Youtube Instructional video links
  - Club Photos
  - Step Sheets, Cue Sheets, Programs
  - Dance Level Descriptions
  - Club Committee & Governance Files/Links